



Executive Assistant

Miami Township, Clermont County, Ohio is accepting resumes for the full-time position of Executive Assistant. This position reports to the Township Administrator and serves as administrative support to the Board of Trustees and the Township Administrator. Miami Township, Clermont County is located along the eastern I-275 loop in southwest Ohio, less than a 20-mile drive from downtown Cincinnati. Bordering the beautiful Little Miami River, Miami Township contains five miles of the 78 mile Little Miami Scenic Trail system. With over 44,000 residents, an award-winning park system and 33 square miles of area and including a diverse business environment – Miami Township will provide an interesting career opportunity for the next Executive Assistant. Primary responsibilities include preparing the official minutes of public meetings, preparing meeting packets, including resolutions, memos, and research of proposed legislation. Input on process improvements and enjoying working towards a positive impact to the quality of life of our residents should be important. Serves as secretary to the Zoning Commission and Board of Zoning Appeals, including attendance at occasional evening meetings. Must be comfortable interacting with, including requests for service and concerns from, and providing first-class customer service to our residents and business community.

A high school diploma or equivalent is required; an Associate's Degree in organizational or office management is preferred. Five years of progressively responsible administrative assistance or project management experience is required. Experience with customer service and records management at a local government or public school district is preferred. This position is hourly with an anticipated salary range of \$28.00 - \$32.00 per hour. A very competitive benefits and paid time off package is available to the best candidate. Job description is available online at www.miamitwpoh.gov . Send resume and cover letter to: Executive Assistant job search, Miami Township, 6101 Meijer Drive, Milford, OH 45150 by 4:30 p.m. January 21, 2022. Miami Township is an equal opportunity employer and a drug/alcohol free workplace.